

Mid-Year Transcript

The mid-year transcript provides an updated status for students at the mid-year point. This transcript report includes all final grades, like the NC Official Student Transcript as well as the semester 1 grades (with credits) for year-long courses, stored permanently with an S1 store code.

There are several steps to prepare for the generation of the mid-year transcript.

1. Permanently store mid-year grades (S1) with credit.
2. Confirm that the mid-year GPAs have been created at the LEA level – NC Weighted Mid-Year GPA and NC Unweighted Mid-Year GPA.
3. At each school, if not already created, create the mid-year weighted Rank method (Mid-Year Weighted Class Rank).
4. Run the mid-year Rank method.
5. Execute the mid-year transcript as needed.

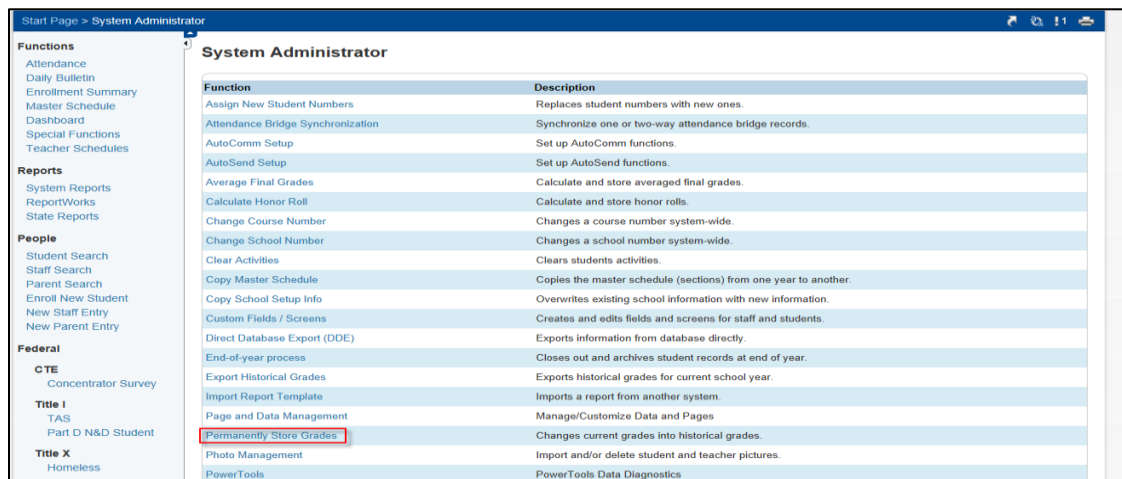
Permanently Store Mid-Year Grades for High Schools with Full Year Classes

To correctly calculate a student's **midyear** GPA and Rank, the following process must be completed for a school's full year (36 weeks) classes. Follow the steps below to store first semester grades.

Steps to store first semester grades

Navigation: Start Page > System > Permanently Store Grades

1. From the **Start Page**, click on **System**.
2. From the **System Administrator** screen, click on **Permanently Store Grades**.



Mid-Year Transcript

3. Select **S1** for the **Use this Final Grade/Reporting Term** and enter **S1** for the **Save with this Historical Store Code**.

Start Page > System Administrator > Permanently Store Grades

Functions
Attendance
Daily Bulletin
Enrollment Summary
Master Schedule
Dashboard
Special Functions

Permanently Store Grades

Which Grades

Use this Final Grade/Reporting Term: S1 *

Save with this Historical Store Code: S1 *

Important: For the **Exclude/Include Class Enrollments** and **Additional Filter Options** sections, refer to the **Permanently Store Grades QRD** for further directions on completing these sections if appropriate

Exclude/Include Class Enrollments

☐ Exclude enrollment records where the student enrolled in the class after this date: 00/00/0000 (MM/DD/YYYY)

☐ Exclude enrollment records where the student dropped the class before this date: 00/00/0000 (MM/DD/YYYY)

☐ Include only enrollment records that are currently active and that were active on this date: 00/00/0000 (MM/DD/YYYY)

Note: Remember that if you do not make a selection in the Exclude/Include Class Enrollment section, grades for dropped courses will be stored.

4. Enter the information below for the **2013-2014** line in the **Classes by term length**. Select **Store with credit**. Enter **50** in the **% of course credit** field.

Classes by term length		Store	% of course credit
2013-2014	(08/26/2013 - 06/11/2014)	Store with credit ▼	50 %
Semester 2	(01/24/2014 - 06/11/2014)	Do not store ▼	%
3rd 9 Weeks	(01/24/2014 - 04/01/2014)	Do not store ▼	%

Important: You do not need to store any other grades at this time for this process. Therefore, indicate them as **Do not store**.

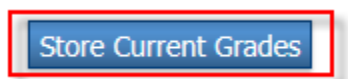
5. Follow your process for storing grades for classes at other schools or only your school. Refer to the **Permanently Store Grades QRD** for further directions on completing this section as appropriate.

Options for classes enrolled at other schools

Store grades for classes enrolled at: This school only ▼

Record the school name of: This school ▼

6. Click the **Store Current Grades** button.



Mid-Year Transcript

Note: This process may take several minutes to complete. A confirmation screen will appear when the process has completed.

Permanently Store Grades Progress

Storing grades into container S1
Using S1 final grade
Storing both potential and earned credit
Setup Complete
Now Processing Stored Grades
...
Please Wait. This could take several minutes depending on the number of Grades to be Stored
...
135 Students processed.
803 Stored Grades updated.
16 Stored Grades inserted.
Processing Stored Grades Complete!

Note: Any S1 grades for this term, stored prior to these actions, will be overwritten by this process. The stored grade process uses the current grade in the teacher's Gradebook.

Important: For the credit and point calculations to be correct- the LEA must give partial or half credit in the earned and potential credit area for the S1 record in the relevant courses. (See instructions above.)

The LEA should know that they MUST clear these credits out of their S1 historical records after the mid-year transcripts are printed. Failure to do so will lead to incorrect information in their grad plans (still under development) and their scheduling information pertaining to pre-requisites. LEAs can clear these credits, either through DDA, if that option is available, or by permanently storing the S1 grades again with no credit value.

Mid-Year Transcript Report GPA, Rank, Total Points, Total Credits

GPA

The "official" North Carolina PowerSchool GPA methods are not used in the mid-year transcript report. Instead the PowerSchool GPA methods used by the mid-year transcript report are:

- NC Weighted Mid-Year GPA (name of the GPA calculation) - Weighted Mid-Year GPA (name of the title on the transcripts).
- NC Unweighted Mid-Year GPA (name of the GPA calculation) - Unweighted Mid-Year GPA (name of the title on the transcripts).

Mid-Year Transcript

Note: These GPA methods should be already defined in each LEA.

Rank

Weighted mid-year rank must be set up and run for any school prior to using the mid-year transcript report.

The "official" North Carolina PowerSchool Rank is not used in the mid-year transcript report.

Instead the Rank method used by the mid-year transcript report is:

- NC Weighted Mid-Year Rank

Note: This rank must be created at the school that is using the Mid-Year transcript. See detailed steps below.

Total Points (Weighted and Unweighted)

The Total Points information will adhere to the following logic:

- Total Points Weighted - Considers all current year S1's and all F1's.

Note: All courses that have both an F1 and an S1 should have 0 potential and earned credits for the S1.

- Total Points Un-Weighted - Considers all current year S1's and all F1's.

Note: All courses with both an F1 and an S1 should have 0 potential and earned credits for the S1.

Credits (Toward Graduation, Earned, and Potential)

The "official" credit information will adhere to the following logic:

- Toward Graduation, Earned, and Potential credits are restricted to F1's and current year S1's.

Note: All courses with both F1's and S1's should have 0 potential and earned credits for the S1.

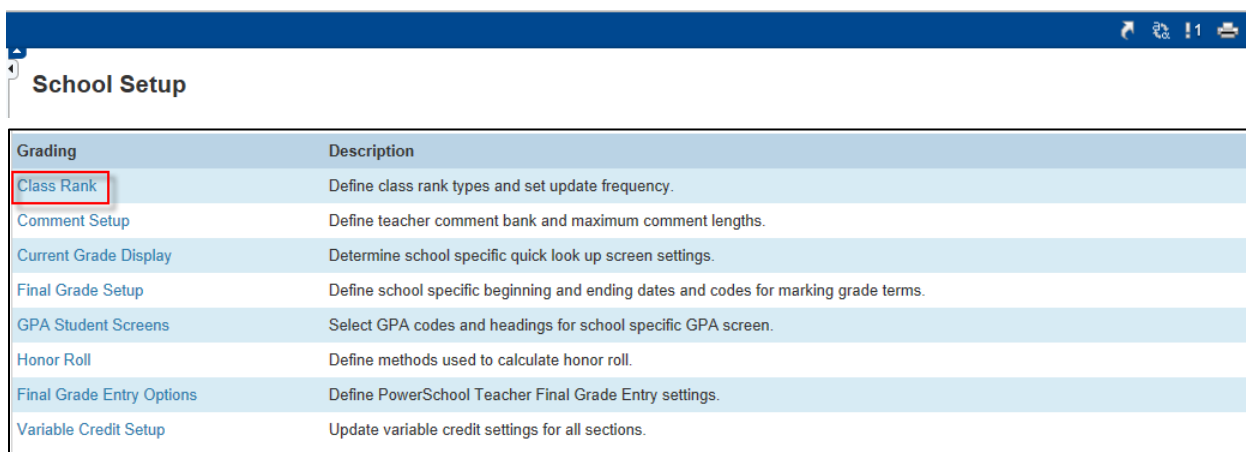
Steps to create Class Rank for Mid-Year GPA

Navigation: Start Page > School > Class Rank > Class Rank Methods
--

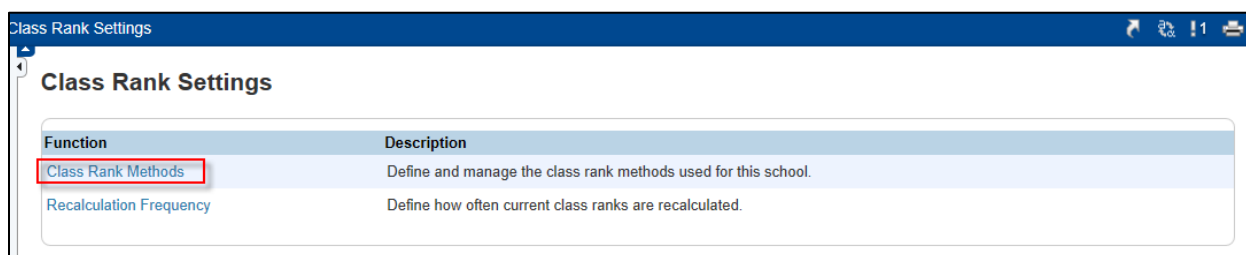
1. From the **Start Page**, click on **School**.

Mid-Year Transcript

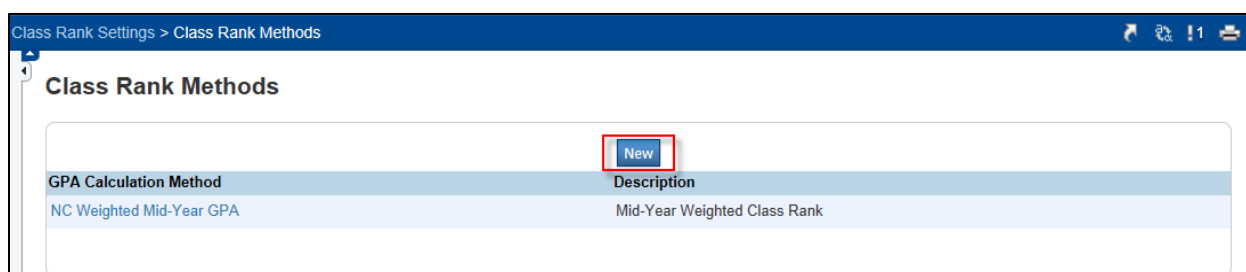
- From the **School Setup** screen, click on **Class Rank**.



- From the **Class Rank Settings** screen, click on **Class Rank Methods**.



- Click **New** to create a new rank method.



- Complete the following data entry fields and then click **Submit**:
 - Description must be documented as **NC Mid-Year Weighted Rank**.
 - Choose **NC weighted Mid-Year GPA** for the GPA calculation (ignore NC Mid-Year Weighted-it will be deleted).
 - GPA result is Numeric.
 - Check the box to only include grades that count in class rank.
 - Check the box to exclude students who are excluded from class rank.

Note: If your school has early graduates and they should be counted in the class rank, then check that box and add the appropriate exit code for early graduates.

Mid-Year Transcript

Class Rank Settings > Class Rank Methods > Class Rank Method

Class Rank Method

General

Description	NC Mid-Year Weighted Rank
GPA Calculation Method	NC Weighted Mid-Year GPA
GPA result is	Numeric
Only include grades	<input checked="" type="checkbox"/> that count in class rank (overrides GPA setting)
Exclude students	<input checked="" type="checkbox"/> that are excluded from class rank
Include early graduates?	<input type="checkbox"/>
Early graduation exit code	

Submit

6. Once the class Rank method has been created, return to the **Class Rank Settings** page and click on **Recalculation Frequency**.

Class Rank Settings

Class Rank Settings

Function	Description
Class Rank Methods	Define and manage the class rank methods used for this school.
Recalculation Frequency	Define how often current class ranks are recalculated.

7. Select option for **Class Rank Recalculation Frequency** from the drop-down list (options include Daily, Weekly, Monthly, After storing grades or Manually), and click **Recalculate now**.

Class Rank Settings > Class Rank Recalculation Frequency

Class Rank Recalculation Frequency

Recalculate current class ranks Daily

Recalculate now

Submit

8. Once the process is complete, you can run a Class Rank report on the **System Reports** page.

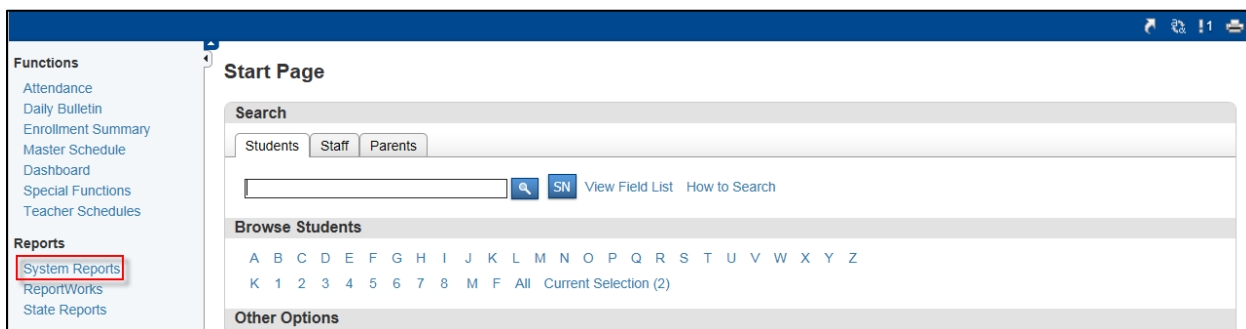
Running the mid-year transcript report

To run the mid-year transcript report, follow the same steps used to generate the Official Student Transcript. See the **Generating Transcripts QRD** for more detail.

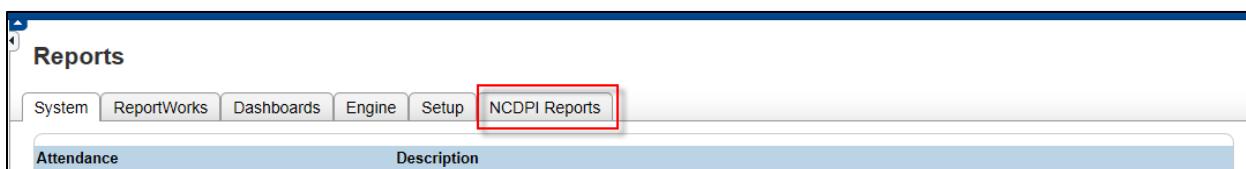
Mid-Year Transcript

Navigation: Start Page > System Reports > NCDPI Reports > North Carolina Transcript

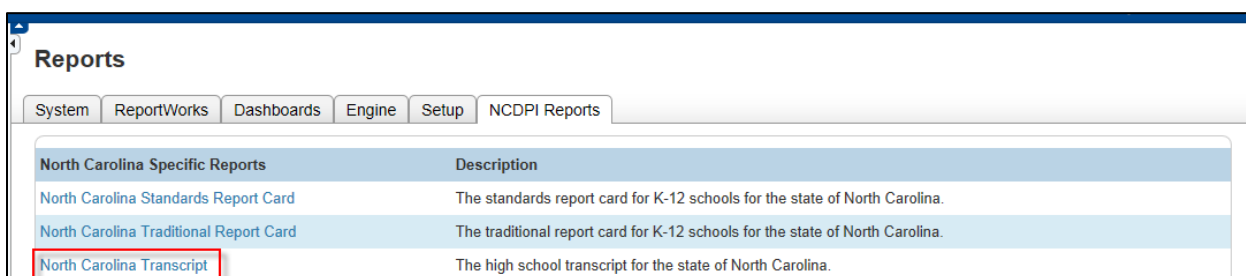
1. From the **Start Page**, click on **System Reports**.



2. From the **Reports** screen, select the **NCDPI Reports** tab.



3. From the **NCDPI Reports** tab, select **North Carolina Transcript**.



4. Complete the following data entry fields and then click Submit:
 - a. From the **Transcript to Print** drop list, select **Mid-Year Transcript**.
 - b. From the **Students to Scan** field, select to include a group of students or all students.
 - c. From the Sort Order field, select to sort transcript by Last Name, Grade Level or Homeroom.

Mid-Year Transcript

North Carolina Transcript

Option	Value
Transcript to Print	Mid-Year Transcript
Students to scan	<input checked="" type="radio"/> The selected 2 students <input type="radio"/> All 127 currently enrolled students
Sort Order	<input type="radio"/> Last Name <input checked="" type="radio"/> Grade Level <input type="radio"/> Homeroom

Submit

5. The transcript(s) will display in a new tab of the web browser. Follow the instructions at the top of the form to print a hard copy.

Note: All personally identifiable information has been removed from the sample report below.

March 26, 2014 Student Name:	Student No: School No:
---------------------------------	---------------------------

NC Mid-Year Transcript

03/26/2014

STUDENT INFORMATION
Name:
Address:
Contacts:
Student No:
Birthdate:
Gender:
Expected Graduation Date: Undefined
Course Of Study: Future Ready Core
Endorsement(s):
CTE Concentrator: No
Math Rigor: Yes

SCHOOL INFORMATION
Contact:
L.E.A.:
School No:
Grades: 0-8
Accreditation: N/A
College Board Code:

CREDIT HISTORY
No Data For Student

**UNIVERSITY OF NORTH CAROLINA BOARD OF GOVERNORS
MINIMUM ADMISSION REQUIREMENTS REMAINING**
No Data For Student

PERFORMANCE INFORMATION
Cumulative GPA Total Points are Calculated as of the end of 03/26/2014
Weighted Mid-Year GPA:
Unweighted Mid-Year GPA :
Mid-Year Class Rank as of 03/17/2014: 1 out of 13
Total Points Weighted:
Total Points Unweighted:
Total Credits: Earned: 0 Potential: 0
Credits Towards Graduation: 0.000

Note: All courses taken at the middle school for high school requirement(s) will not calculate in the GPA.
Note: High School Earned Credits only are calculated.

TESTING INFORMATION
No Data For Student

CURRICULUM RELATED WORK EXPERIENCE
No Data For Student

**AWARD/ACHIEVEMENTS AND EXTRA-CURRICULAR
ACTIVITIES**
No Data For Student

Signature of Principal or Designee Certifying This Transcript
Name: _____ Date: _____

Mid-Year Transcript

INDEX

COURSE CODES

1st 4 characters - Subject

0X	Multiple Disciplines	40	Social Science	95	Miscellaneous
10	Communication Skills	50	Arts	99	Non-classroom
20	Math	60	Health and Physical Education	Alphas	Career Technical
30	Science	92-94	OCS		

5th character - Academic Level

0- Modified Curriculum	4- HS, NVCPS Advanced Placement	8- HS, International Baccalaureate
1- Abridged/Adapted/Remedial	5- HS, Honors/Advanced	9- HS, Non-Reporting
2- Standard Version	6- HS, Co-Op Education	A- Adapted Curriculum
3- Applied/Technical	7- HS, Advanced Placement	B- Blueprinted Standards

6th character - Grade Level

P	Pre-Kindergarten	Y	Junior HS/Middle	Z	Elementary
X	High School				

7th character - Length

Place holder for future DPI use

Course Flags

E	Course is excluded from GPA
N	Course is non-credit course
P	Course is in progress
S	Course is scheduled to be taken
U	Course contributes toward UNC minimum admission requirements

Testing

End-of-Course Test State-Level criterion referenced test required in selected college preparatory courses.

CTE Concentrators

AGNR-Agriculture, Food & Natural Resources	EDUC-Education & Training
ARCH-Architecture & Construction	HUMA-Human Services
AAVC-Arts, AV Technology & Communication	INFO -Information Technology
BMA -Business Management & Administration	LAW -Law, Public Safety, Corrections & Security
FINA -Finance	MANU-Manufacturing
HLTH -Health Science	MRKT-Marketing
HOSP-Hospitality	STEM-Science, Technology, Engineering & Mathematics
GOVT-Government & Public Administration	TRAN -Transportation, Distribution & Logistics

This legend applies to the 2012-2013 school year and later only.
Grade Scale information available at: http://sbepolicy.dpi.state.nc.us/Grading_Scales.pdf

This document is the property of the NC DPI and may not be copied in whole or in part without the express written permission of the NC DPI.